

Frequently Asked Questions (FAQ) about Vermont's Child Care Immunization Regulations

1. Which child care providers/programs do NOT need to submit an annual survey?

The following programs/providers are NOT required to submit an annual report:

- Children attending public or private school in grades K-12 (they are included in the school report)
- After-school only programs
- Occasional or part-time child care programs or camps (non-recurring child care)
- Unregistered or unlicensed child care providers
- Legally Exempt Child Care (LECC) (providers receive subsidy for qualifying children in their care).

2. Do I need to report the names of children in my care on the survey?

No. The survey asks for total numbers for the children in your care, not child-specific information. For example, it asks that you enter the “number of children up-to-date for all immunizations for their age.” You will not be asked to list any child’s name.

3. Who reports the immunization status of children in a building that houses both Department of Education (DOE) and Child Development Division (CDD) programs?

If a child is enrolled in the DOE (K-12) program, that program reports, regardless of additional enrollment in a CDD program in the same school. The CDD program does not report immunization status for children enrolled in kindergarten or higher grades.

4. Who reports the immunization status of a 5 year old child?

The immunization regulations are specific to the child’s program enrollment. A 5-year old child may be in pre-kindergarten or kindergarten.

- For children enrolled in a DOE, K-12, public or private (including an approved independent and recognized) school, only the school reports. A child enrolled in an additional CDD program such as an after school program, will only need to be reported by the school.
- Programs registered and licensed by the CDD should report children who attend pre-kindergarten programs. These programs are typically located within public schools, but are licensed by CDD and fall under child care regulations, not school regulations for immunization reporting.
- When children attend multiple CDD programs, such as pre-school, Essential Early Education (EEE), Head Start, and/or registered home child care, each program must hold a copy of the child’s immunization record and include the child when they complete the survey to meet reporting requirements.



5. When the Vermont Department of Health (VDH) Immunization schedule says 1-4 shots are needed, what does this mean?

When a range is given for number of doses, any number within the range should be considered acceptable for entry into childcare.

There are a few vaccines that children can “age out of.” This means that the number of doses needed to complete a series, (or to be up-to-date) is dependent on the age of the child when they received a first dose, plus the child’s current age.

6. Why are there so many forms to complete? Do I have to use all of them?

The forms provided by the Immunization Program are designed to help you determine if individual children have the proper documentation and/or records for you to establish their immunization status. All children will be: (*one of the following*)

- Up-to-date (all immunization are complete for their age)
- Exempt (medical, religious, philosophical)
- Provisionally admitted (in the process of getting missing immunizations)
- Not in compliance (Exclusion applies when a child is not in compliance with all immunization requirements. See bullet for *Child Care Exclusion Notice for Incomplete Immunizations* below).

The exemption, provisional admittance (missing immunizations), and exclusion forms provided must be used when communicating with parents regarding the child’s immunization status.. Medical exemptions are requested on one form, which must be signed by the health care practitioner.

The philosophical and religious exemptions are on a different form which only the parent/guardian signs. The philosophical/religious exemption form must be updated, signed by a parent or guardian, and filed with the child care provider every year. Any parent or guardian who is requesting either a philosophical or religious exemption must read the parent education materials before signing and submitting the form to the child care provider.

The following forms are also available on the website, but are optional.

- *Child Care Immunization Chart*: This form can be used if a registry, electronic health record or other acceptable record is not available or if there are multiple forms from various health care offices. This allows the cc provider to have a complete record for each child, if it isn’t otherwise available)
- *Documentation for Varicella (chickenpox)*: The health care practitioner or parents can write a statement about the child having had chickenpox. Use of the VDH form is optional but recommended and does not have to be signed by a physician or health care practitioner.
- *Listing of Provisional and Exempt Children* (often referred to as the line list or roster): All providers have to maintain a list or roster of the exempt and provisionally admitted children. While a child care provider can use other forms to list exemption and provisional status, use of the VDH form encouraged.

Child Care Exclusion Notice for Incomplete Immunizations: Children that are not in compliance with immunization requirements and are not eligible for provisional admittance shall not be allowed to enter a child care facility. The parent’s or guardian of the child must receive written





notification from the child care facility by mail or it can be delivered in person. Use of the VDH form ensures the necessary information is documented.

7. Do I need to enter immunization information into the Immunization Registry (IMR) for the children in my care?

No, information is entered into the IMR only by health care providers and their staff. Child care providers may check on the immunization status of the children in their care using the IMR, but do not have permission to enter any data. Access to the IMR and access to the survey come from different systems and are not linked to each other.

You do not have to use the IMR to complete your survey, but it can be a useful tool for updating your records. If you have questions about the IMR or want to find out about access to the IMR as a child care provider, call the Immunization Registry at 1-888-688-4667 or email IMR staff at: imr@state.vt.us for assistance.

8. What do I do if I did not receive an email about the Annual Child Care Provider's Immunization Survey?

First check your email filters. You should have a list of files below your email file and will see the term junk or spam. Many times the email filter will catch emails with addresses that it does not recognize and they end up in the spam file. If someone else was in charge of the survey at your facility last year, we may not have your email on file. Please contact us at ImmunizationProgram@state.vt.us or call us at 802-863-7240 or 800-640-4374.

9. What do I do if I do not have a computer and don't have access to anyone's email? How will I take the Annual Child Care Provider's Immunization Survey?

We can arrange a hard copy version of the survey if you contact us at 802-863-7240 or at 800-640-4374. A return envelope will be included for easy return to us.

10. When is the survey due?

Child care providers should complete the survey by January 1, 2015.

11. I am the Child Care Administrator at a pre-k facility which is on the grounds of the public school. I usually ask the School Nurse to do the immunization reports since she really understands it better than me. Can I forward my email to her?

Please do not forward your email to her. The links to the survey are personalized and once forwarded, they do not work correctly. We will issue a new email link to the nurse using her email address. We will verify the name and address of the pre-k and the nurse will become the contact for the facility for purposes of the survey.

12. If you have any questions or need assistance with the survey please contact the Vermont Department of Health Immunization Program by email at: ImmunizationProgram@state.vt.us or call us at 802-863-7240 or at 800-640-4374.

